

# Salary Negotiation Letter

Date: [Insert Date]

Dear [Manager's Name],

I hope this message finds you well. As we approach my performance review, I would like to take the opportunity to discuss my current salary and potential adjustments based on my contributions to the team and the success of our projects over the past year.

During my time at [Company Name], I have taken on additional responsibilities, including [list specific responsibilities or projects] that have resulted in [mention specific outcomes or achievements]. I believe these contributions have significantly enhanced our team's performance and the overall success of the company.

In light of my performance and the industry standards for my role, I would like to discuss the possibility of a salary adjustment. I have researched comparable salaries and found that the market rate for my position is [insert salary range]. I am confident that my skills and contributions justify a review of my current compensation.

I would appreciate the opportunity to discuss this further at your convenience. Thank you for considering my request. I look forward to our discussion and continuing to contribute to the success of [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]